


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Interdepartmental Project Manager (2)</u>	CLASSIFICATION CODE: <u>02665700</u>
	SALARY RANGE: <u>Gr. 139 A \$77626 - \$87964</u>	REFERENCE POSITION NO.: <u>2020-10200-TBD</u>
	Department or Agency Name <u>Executive</u>	APPLICATION PERIOD: <u>8/10/2012 to 9/10/2012</u>
	Division/Section/Unit <u>Office of Health and Human Services</u>	GRACE PERIOD ENDS
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday, 8:30 - 4:00 Non-Standard</u>	Job Location: <u>Louis Pasteur Bldg., 57 Howard Ave.</u>
	Restrictions/Limitations: <u>None</u>	<u>Cranston, RI</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u> </u> No <u>X</u>
	Name of Bargaining Unit Union: <u>N/A</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Assist the Administrator in the oversight of the information systems contracts that EOHHS holds with vendors. Manage the vendor contracts; ensure alignment with program policies and goals. Oversee vendor operations and monitor vendor performance. Work closely with EOHHS Departments and other State entities to ensure systems are meeting needs. Collaborate with efforts to ensure Program Integrity.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
Where to Apply	Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration or a related field; and	
	Experience: Such as may have been gained through: considerable employment in a highly responsible position involving responsibility for the research, fiscal analysis and policy development and dissemination of information.	
Where to Apply	Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Nancy Nixon OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920	
Where to Apply	Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER